



UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C. 20415

March 6, 1973

██████████ STATINTL  
Registrar, Office of Training  
Central Intelligence Agency  
Washington, D. C. 20505

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Instructions on File - No Referral to  
OPM**

Dear ██████████ STATINTL

**DA QA/QC:  
12/13/00. SY**

Information is enclosed which will enable you to request spaces at the Executive Seminar Centers for Fiscal Year 1974. The enclosures include a request form and a brochure providing guidelines for selecting participants, brief description of the seminars, and other information concerning the Centers. Additional copies are being sent to you by separate mail.

At the recommendation of the Interagency Advisory Group Select Committee, we have made several changes in the brochure this year to aid managers in the selection and assignment of individuals to the Executive Seminar Center program. In addition to retitling certain seminars and providing a brief synopsis of the major content areas of each of the seminars, we have also tried to more clearly define the role and objectives of the Executive Seminar Centers. The purpose of these changes is to better assist selecting officials and planning Center participation as a part of an individual's overall program of managerial development. Another major change has been the merging of the seminars, "Dynamics of Public Policy" and "Public Policy Formulation" into a single new seminar to be entitled "Administration of Public Policy." We feel this will avoid possible overlap and provide more comprehensive coverage and better understanding of the processes of policy in government.

Finally, we have tried to adjust the scheduling of seminars, as shown in the enclosed schedule, to more nearly meet your requirements as reflected by last year's requests. With the three Centers, there will be approximately 2,150 spaces in 58 seminars to be conducted during the coming year. We do expect some increase in demand, however, from state and local, as well as Federal agencies.



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Higher costs for services and salaries at all three Centers will require an increase to \$685.00 per two-week seminar in Fiscal Year 1974, over the current charge of \$670.00. This fee covers the full cost of the seminar, meals and lodging. Typically, agencies provide \$2.50 per day to their participants for incidental expenses.

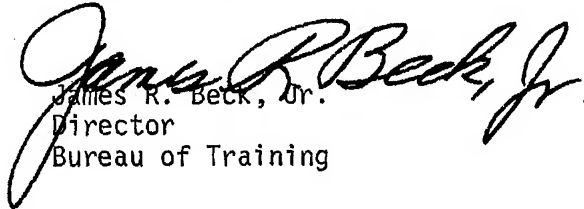
After receiving your request for space reservations at the Centers, as well as those from other agencies, we will negotiate the best match between agency plans and schedule feasibility. Present schedule may then require some modification.

On completion of the matching process, we will send you a calendar of confirmed spaces. Your agency will then be asked to sign a contract underwriting the number of total spaces reserved for you. Please furnish the name, title, and address of the official to whom the contract should be sent for signature.

Please submit your requests for spaces to the Chief, Field Division, Bureau of Training, U. S. Civil Service Commission, Washington, D. C. 20415, so that they may be received by May 1, 1973 (sooner, if you can do so conveniently).

If you have questions, please telephone Mr. Don Williams, Area Code 202-632-7626, or IDS Code 101-27626.

Sincerely yours,

  
James R. Beck, Jr.  
Director  
Bureau of Training

Enclosures